

**DESIGN, CONSTRUCTION & MAINTENANCE****PLAN CHECKER**DEFINITION

Under general supervision, reviews and approves residential and commercial plans submitted for building permits for compliance with applicable codes and ordinances; processes permit applications and does related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Plan Checker by the level of responsibility and the technical knowledge required. The Plan Checker assists in checking plans and checks plans of a more routine nature; the Senior Plan Checker deal with more complex problems and plans. Incumbents of this class work relatively independently, although their work is reviewed by the Senior Plan Checker.

TYPICAL TASKS

Receives and checks applications and plans submitted for building permits; reviews residential and simple commercial plans for conformity to codes and ordinances; refers more complicated plans to higher level positions; calculates building and plan examining fees; lists corrections to be made on plans examined; keeps logs and records of plans examined; may check field work against plans submitted; advises builders and property owners on methods of correcting mistakes and on code requirements; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Any combination of education and experience equivalent to graduation from high school graduation and college course work in inspection, engineering and architecture and one year of experience in plan checking for a public agency; construction experience desirable; ICBO certification as Plans Examiner desirable, and may be substituted for required experience.

Knowledge & Abilities - Knowledge of proper building construction methods, materials and inspection methods; working knowledge of the Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, National Electrical Code; ability to read, review and interpret building plans and specifications; ability to deal effectively with builders and property owners in assuring conformance to code requirements.

Licenses & Certificates - Possession of a valid California driver's license or ability to obtain one within six months of employment. ICBO certificate as Plans Examiner desirable.

WORKING CONDITIONS

Work is performed primarily in an office environment and in close proximity to other workers. Incumbent may be exposed to dust, extreme temperatures and inclement weather within a construction zone environment.